

JAMHURI YA MUUNGANO WA TANZANIA
THE UNITED REPUBLIC OF TANZANIA



REQUEST FOR QUOTATION

TENDER No: BASATA.PA-SEC .0001 /03/2017

EXPRESSION OF INTEREST FOR PROVISION OF SECURITY SERVICES

FOR FINANCIAL YEAR 2016/17.

Invitation for Quotation

**RE: EXPRESSION OF INTEREST FOR PROVISION OF SECURITY SERVICES
FOR FINANCIAL YEAR 2016/17.**

1. The Government of the United Republic of Tanzania has allocated Public funds for the cost of security services for the financial year 2016/17 and intends to apply a portion of the funds to eligible payments under the Contract for which the Request for Quotation (RFP) is issued.

2. BASATA is seeking to recruit reputable and competent security service providers to offer guarding services as per the Tier provided below for the financial year 2016/17.

SERIAL NO.	TIER	DESCRIPTION
1.	TIER 1	GUARDING SERVICES AT BASATA

3. Interested firms are invited to submit a written application **stating the Tier(s) applied** for accompanied with the following documents.

a) Mandatory Requirements

1. Copies of Company registration, TIN, VAT and Valid Tax Compliance Certificates
2. Copy of memorandum of association showing list of directors
3. Copies of audited financial statements for 2014, 2015 and 2016 financial years

b) Additional Requirements

1. Company's profile indicating services provided, the number of years that the firm has been providing security services, organization structure, qualification and experience of the key staff, physical address of the office/s etc
2. A list of current clientele and reference letters/award letter/contract (Indicate the number of guards per client)
3. Quality Control – Demonstrate how quality control shall be enhanced (Attach copies of quality certifications)
4. Geographical cover - demonstrate how you will respond to the guarded premises in the event of an emergency

5. Guard selection – Demonstrate the guard selection process
6. Training – Demonstrate the training programs - Attach the training manual and support documents showing that such training have been taking place
7. Communication Equipment – Provide evidence of ownership of communication equipments
8. Demonstrate ownership of response vehicles and motorcycles (Indicate numbers and copies of Logbooks)
10. Attach the current professional indemnity cover

Note: The documents must be well arranged and bound

11. A Firm will be selected under Least Cost Selection procedure.

Complete two sets of documents in plain sealed envelopes clearly marked **“EOI FOR PROVISION OF SECURITY SERVICES – TIER 1”** should be addressed to:

**Executive Secretary
National Arts Council
BASATA
P.o.Box 4779
Dar es Salaam**

To be deposited in the Tender Box at the **National Arts Council** located at Ilala Shariff Samba **not later than 10.00 am on Wednesday 17th March 2017.**

Late submissions shall not be accepted.